Form **12009**
(December 2006)

Department of the Treasury — **Internal Revenue Service**

Request for an Informal Conference and Appeals Review

Use this form to request an informal conference with an IRS Supervisor. After your request is received and reviewed, the supervisor will contact you. If this matter is not resolved at the supervisor level, at your request, we will send your case to the appropriate Appeals Office for an administrative appeal.

Taxpayer Name*(s)*:	Taxpayer Identification Number:

Address:

In the space below, please explain why you do not agree with the proposed IRS penalty. Additional sheets may be used if needed. Attach any supporting documentation.

IRS Penalty:	Penalty Date:

(If more space is needed, attach an additional sheet)

Signature:	Print Name:	
Date:	Title:	Your Telephone Number*(s)*:

Send this completed form and any additional information to:

Internal Revenue Service

Manager Name and I.D. #:	Address:

Official Use Only

Date of Taxpayer Request for Appeals Review _____ *Supervisor Date and Initial* _____